

## Contract Employee Payroll Schedule

### New Hires/Transfers/Promotions

Deadline to HR <small>(New Hires/Transfers/Promotions)</small>	Deadline to HR <small>(OOC/Special Handling Requests)</small>	EE Deadline to Enter Time	Manager Deadline to Approve Time	Payroll Transmittal	Paydate	Pay Period #
Friday, January 12, 2018	Tuesday, January 16, 2018	Monday, January 22, 2018	Tuesday, January 23, 2018	Friday, January 26, 2018	Wednesday, January 31, 2018	1
Friday, February 9, 2018	Tuesday, February 13, 2018	Thursday, February 15, 2018	Tuesday, February 20, 2018	Friday, February 23, 2018	Wednesday, February 28, 2018	2
Monday, March 12, 2018	Wednesday, March 14, 2018	Tuesday, March 20, 2018	Wednesday, March 21, 2018	Monday, March 26, 2018	Thursday, March 29, 2018	3
Wednesday, April 11, 2018	Friday, April 13, 2018	Thursday, April 19, 2018	Friday, April 20, 2018	Wednesday, April 25, 2018	Monday, April 30, 2018	4
Friday, May 11, 2018	Tuesday, May 15, 2018	Monday, May 21, 2018	Tuesday, May 22, 2018	Friday, May 25, 2018	Thursday, May 31, 2018	5
Tuesday, June 12, 2018	Thursday, June 14, 2018	Wednesday, June 20, 2018	Thursday, June 21, 2018	Tuesday, June 26, 2018	Friday, June 29, 2018	6
Thursday, July 12, 2018	Monday, July 16, 2018	Friday, July 20, 2018	Monday, July 23, 2018	Thursday, July 26, 2018	Tuesday, July 31, 2018	7
Tuesday, August 14, 2018	Thursday, August 16, 2018	Wednesday, August 22, 2018	Thursday, August 23, 2018	Tuesday, August 28, 2018	Friday, August 31, 2018	8
Tuesday, September 11, 2018	Thursday, September 13, 2018	Wednesday, September 19, 2018	Thursday, September 20, 2018	Tuesday, September 25, 2018	Friday, September 28, 2018	9
Monday, October 15, 2018	Wednesday, October 17, 2018	Tuesday, October 23, 2018	Wednesday, October 24, 2018	Monday, October 28, 2018	Wednesday, October 31, 2018	10
Tuesday, November 13, 2018	Thursday, November 15, 2018	Monday, November 19, 2018	Tuesday, November 20, 2018	Tuesday, November 27, 2018	Friday, November 30, 2018	11
Tuesday, November 27, 2018	Thursday, November 29, 2018	Thursday, December 6, 2018	Friday, December 7, 2018	Tuesday, December 11, 2018	Friday, December 14, 2018	12